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Executive Officer to the DD/S

3 November 1964

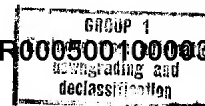
Chief, Records Administration Staff

Quarterly Report For The Records Administration Staff

The following is a condensed report of our activities for the period 1 July - 1 October 1964. A detailed report is in our files if you wish additional information.

1. Presented our Vital Records Workshop to the participants of the Records Management Seminar at National Archives and to 50 middle-management officials at National Security Agency.
2. Presented our Forms Management Workshop to 5 groups of Records Officers.
3. Completed a Records Management Survey for OCR. Immediate results were:
 - a. Established the Agency approved filing system.
 - b. Scheduled release of filing equipment worth \$2150.
 - c. Trained office personnel in use of new filing system.
4. Evaluated and approved revisions to Records Control Schedules' in the Office of Finance, OSI and 5 major areas of the Office of Personnel.
5. Arranged a secure area for Office of Security. Savings of \$2523 in equipment and a gain of 82 square feet of floor space should result.
6. Approved requisitions for filing equipment installations in Historical Staff, Office of Communications, OCI and OSI.
7. Completed 112 forms projects (51 new, 48 revised and 13 made obsolete.)
8. The Records Officer of OBI reported a savings of 700 man hours resulting from improved forms and related procedures.
9. Initiated a form for the Medical Staff which eliminates the need for Staff Doctors to sign and handle about 1000 documents a year and expedites the payment of Medical Contract Personnel.
10. Eliminated one copy of the Dispatch form saving creation of 150,000 copies annually. Savings in printing, handling and storage estimated over \$6300.

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11. Designed the form, contacted the Vendor, approved the system and took other necessary action to get a McBee Keysort System underway in Transportation Division/OL.

12. Started survey of about 350 Forms and related procedures in OCR.

13. Net holdings in Records Center were 83,700 cubic feet, a gain of 1722 feet since last report.

14. Serviced 28,782 requests for records at Records Center.

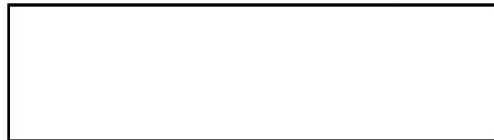
15. A Forms and Procedures Survey has been scheduled for OCR.

16. We have been requested to prepare a two day training program for presentation in January to a group of JOT's selected for the DDS Area.

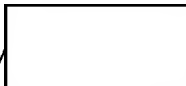
17. I briefed members of the Agency Top Secret Code Word Committee on records management policies and procedures.

18. Several discussions were held with officials in NPIC to develop a records management program for them.


19. Discussed a future records management survey of the Office of Public Affairs with Mr. Chretien.



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Copy circulated to RecAdminStaff,  11/4/64, for information and review.

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